PAGES Monthly Meeting Minutes

23 October 2026

9:00 a.m. – 10:00 am

Zoom Location: Casa, Eton School, Bellevue

In Attendance:

Chao Duan	President
Gavin Jung (Remote)	Vice President
Vanessa Hao	Treasurer
Jessie Hastings	Volunteer Coordinator
Flora Ellis (Remote)	Lower Elementary Community Coordinator
Karin Tierling (Remote)	Upper El/Middle School Community Coordinator
Monica Maling	Eton School Director of Development
Emma Feng (Remote)	

Call to Order:

Chao called the meeting to order at 9:06 a.m.

Approval of Minutes:

The September PAGES monthly meeting minutes were reviewed and unanimously approved. We also clarified that monthly meetings are planning meetings and are not required by the bylaws; the bylaws provide for two general meetings and one annual meeting.

Agenda Items:

- Classroom Chat Tool: Gavin shared an update on FinalSite's chat functionality, which would extend the existing Eton School app and use the current school sign-on.
    - The estimated cost is $2,300–$2,500 annually, plus a one-time $1,000 setup fee, with no per-user tier.
    - The functionality appears to support parent-to-parent messaging and community groups; Gavin will verify specific capabilities and limitations with Alice.
    - Alice is expected to administer the groups, with an estimated 8–12 hours per month during initial adoption and less time as use stabilizes.
    - The group discussed the need to distinguish the proposed chat feature from the app's current functionality, create community guidelines, protect family information, and plan for adoption and engagement.
    - It was noted that Flora shared that a parent-created WhatsApp group had uneven participation for the classroom she set one up for, so we will consider all the options for driving both adoption and participation with the FinalSite chat feature
    - The group agreed to advance a formal proposal for Dr. Smith's review in parallel with validating the need for the community chat capability.
        - A pilot and a presentation to the Board may be explored; implementation timing will depend on approval, configuration, and school/vendor timelines.
        - A next-school-year rollout was discussed as a realistic target.
- • Family Game Night: Scheduled for Friday, 13 November, 6:00 to 8:00 p.m.
    - Complimentary pizza will be covered by the PAGES budget, at an estimated cost of $1,200.
    - Chao will create a game sign-up to share through weekly communications and room representatives.
- PAGES Flyer: Parents responded positively to the meeting schedule and "how to join" information in the draft flyer. The group added a QR code for the Eton School app and explained that all parents and guardians are part of PAGES.

- Members asked for a clearer, more concrete description of what PAGES does and why participation matters. The group described PAGES as building community by organizing events and supporting school events through volunteering.
- [Call-to-action] Members will write a few sentences describing PAGES for the Flyer; Chao will gather and summarize the ideas for further discussion once each member has contributed a story.
- The flyer may be shared at the November 6 coffee and sent home with students.

Additional notes from Chao from email Subject: Additional notes from 10/23 PAGES meeting:

Thank you Karin once again for bubbling up these great topics. A few decisions I captured from our discussion

1. *Name change (Anica's suggestion) from "PAGES Meeting" to "PAGES meetup".*
    a. *It was voted on and decided to keep it as the current "PAGES Monthly Meeting".*
2. *A dedicated section for PAGES information in the weekly Community Connection newsletter: How do we ensure this section is filled, what content should we include, and who is responsible for it?*
    a. *The Secretary (CC @Likun) is responsible for drafting a brief summary with a few key highlights. If there are no updates to share, simply include the date and time of the next PAGE meeting.*
3. *How can we ensure in the future that all suggestions are discussed and decided upon?*
    a. *Everyone is welcome to bring ideas to PAGE meetings. Ideally, send Chao a brief email in advance to help coordinate the agenda.*
    b. *Every topic will be discussed, either in the current meeting or carried over to the next if time runs out.*
    c. *Decisions don't need to be made in the same meeting (e.g., the Slack tool discussion). Topics will remain in the agenda backlog until a majority vote determines whether to move forward or not pursue them at this time.*
4. *How can we ensure that the PAGES meeting dates are listed on the website*
    a. *@Monica Maling will follow to make sure this is DONE by the end of 10/23.*

We will cover #2 in the next PAGE Meeting agenda.

I also captured the key decisions like #1 and #4 in the Key Decisions From PAGE meeting.

Other Business:

Annual Fund Drive: Participation has increased from about 20% to 30%. Chao plans another arrival-time outreach effort, including seed packets with a "watch us grow" message, and will invite others to help.

Meeting Adjourned:

The meeting continued beyond the scheduled end-time but we will need to capture the timestamp for when the meeting was adjourned.